

**REQUEST FOR APPLICATIONS**  
**FOR**  
**2007-2008**  
**STATE SURVEY AND PLANNING**  
**COST SHARE FUNDS**

ISSUED BY

COMMONWEALTH OF VIRGINIA  
Department of Historic Resources  
Community Services Division  
2801 Kensington Avenue  
Richmond, VA 23221

April 27, 2007

## **REQUEST FOR APPLICATIONS**

**Issue Date:** April 27, 2007

**Title:** Request for Applications for 2007-2008 State Survey and Planning Cost Share Funds

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Community Services Division  
2801 Kensington Avenue  
Richmond, VA 23221

**Project Period  
(Anticipated Period  
of Agreement):** From August 1, 2007 to June 30, 2009

**Applications will be received by the Virginia Department of Historic Resources (DHR) until 4:00 PM, Tuesday, June 12, 2007.**

**Direct inquiries for information concerning this solicitation for the Survey and Planning Cost Share to:**

Susan E. Smead, Survey Program Manager  
Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, Virginia 23221

Telephone: (804) 367-2323, ext. 107  
E-mail: [Susan.Smead@dhr.virginia.gov](mailto:Susan.Smead@dhr.virginia.gov)

**Direct inquiries for information and assistance regarding preparation of applications in response to this Request for Applications (RFA) to the appropriate DHR Regional Office – see Page 4 of this RFA.**

**In compliance with this Request for Applications and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to enter into a Cost Share Agreement in accordance with the attached signed application, or as mutually agreed upon by contract.**

**CERTIFICATION: I certify that the information in this application is accurate to the best of my knowledge, and that I am authorized to make this request. I agree to abide by all the terms and conditions set forth in this application and accompanying instructions, if selected for a Cost-Sharing Agreement.**

**Name and Address of Applicant(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**FEI/FIN No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Add sheets as necessary for multiple applicants, providing all requested information for each.**

## **VIRGINIA DEPARTMENT OF HISTORIC RESOURCES REGIONAL OFFICES**

The Regional Offices of the Virginia Department of Historic Resources (DHR) are available to assist with the development of Cost Share Program project proposals. Please contact staff in the regional office that serves your area to discuss project ideas and to obtain guidance on outlining a proposed scope of work.

To see which areas each regional office covers, please refer to Attachment A. Further information and a map depicting Regional Office service areas are available on the DHR web site at [http://www.dhr.virginia.gov/regional\\_offices/regional\\_offices.htm](http://www.dhr.virginia.gov/regional_offices/regional_offices.htm).

Staff contacts in the regional offices are provided on the DHR web site via links on the following page: [http://www.dhr.virginia.gov/homepage\\_features/ContactUs.htm](http://www.dhr.virginia.gov/homepage_features/ContactUs.htm). Please contact the appropriate Regional Office for guidance in preparing applications, and include the Regional Office Director and other Regional Office staff as appropriate on correspondence when contacting DHR for assistance.

**APPLICATIONS MUST BE MAILED OR HAND DELIVERED BY 4:00 PM, Tuesday, June 12, 2007, DIRECTLY TO:**

Susan E. Smead, Survey Program Manager  
Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, Virginia 23221

Telephone: (804) 367-2323 ext 107  
Fax: (804) 367-2391  
E-mail: [Susan.Smead@dhr.virginia.gov](mailto:Susan.Smead@dhr.virginia.gov)

**Applications must consist of one (1) original, marked as such, and eight (8) copies (see page 10).**

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## I. **PURPOSE**

The intent of this Request for Applications (RFA) is to solicit applications for Survey and Planning Cost Share Program projects, the cost of which is typically shared between the Virginia Department of Historic Resources (DHR) and a local government and/or regional planning district commission (PDC). Eligible projects encompass a broad range of survey and planning activities that include a survey and/or Virginia Landmarks Register and National Register of Historic Places component, and address historic resources through identification, documentation, evaluation, and preservation planning activities consistent with the responsible stewardship of historic resources.

By entering into a Cost Share Agreement (hereinafter referred to as Agreement) with a local government or PDC, DHR agrees to manage the project and cover a selected portion of the project costs, with the other portion of the funding typically provided by the locality or PDC. The applicant is to provide funding directly to DHR after execution of an Agreement between the locality and DHR.

**Please note:** Previous applicants who made application for Cost Share funding in response to the Request for Applications for the 2006-2007 cycle, and did not receive funding, are invited to reactivate their applications. This can be done by providing notification to DHR of the locality's intent to reactivate the application, by the due date for responses to this RFA, which is Tuesday, June 12, 2007, at 4:00 PM, and **providing DHR with all necessary updated information for the application by this due date.**

## II. **BACKGROUND**

The Virginia Department of Historic Resources (DHR) is responsible for identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively with local governments and planning district commissions (PDC) toward these goals, DHR administers the Cost Share Program for the purpose of establishing Agreements for local historic resource documentation and planning projects. The Cost Share Program was established to promote local and regional documentation and planning efforts and responds to Executive Memorandum 1-91, which requires agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

## III. **STATEMENT OF NEEDS**

- A. **Eligible Applicants:** Any local government or PDC in the Commonwealth of Virginia is eligible to apply. Eligible entities may collaborate to submit an application, and may submit joint applications that incorporate the participation of state agencies other than DHR, that involve more than one local government, and that include participation by non-profit entities such as historical societies and historic preservation organizations. One principal local government contact or PDC contact must be designated for each application submitted. ***If and when any change to information for the principal contact occurs, DHR's Survey Program Manager and the appropriate DHR Regional Office contact(s) must be notified immediately.***

- B. Local Government/PDC Contribution: DHR requests that all applications submitted specify whether the applicant has the ability to provide a cash contribution equal to 50% of the projected total project costs. DHR reserves the right to negotiate Agreements when less than a 50% cash contribution is available, or Agreements where more than a 50% cash contribution is offered, provided the project application is found to be exemplary under other criteria. In certain cases, where the need of the locality for assistance with historic resources identification, documentation and preservation planning is great, and local funding is demonstrably not available, DHR may determine to provide sufficient funding to accomplish a proposed project. ***Agreements will obligate the proposing entity to transfer their proportionate share of the proposed project cost to DHR. Payment to DHR is expected in a lump sum, to be provided promptly upon receipt of an invoice from DHR. Delays in payment may result in delays in project completion.***

Applicants are encouraged to include in their application a proposed plan for sharing digital data with DHR, when this information is available at the local level. Please contact DHR's Archivist, Quatro Hubbard, for further information, at [Quatro.Hubbard@dhr.virginia.gov](mailto:Quatro.Hubbard@dhr.virginia.gov), or at 804-367-2323, ext. 124.

- C. Eligible Activities and Project Priorities for SFY 2007-2008: Applications that propose eligible historic resource documentation and planning projects with a local or regional focus, which encourage the identification, recognition and protection of the full range of historic resources within the study area, are requested. Among these, certain types of project activities are to be considered priorities for the SFY 2007-2008 Cost Share funding cycle. These are determined based upon survey and planning needs and objectives.

Eligible Activities:

Applications may include, but are not necessarily limited to, the following activities:

- Community-wide or targeted architectural, archaeological, and/or cultural landscape surveys at the reconnaissance and/or intensive level leading to the identification of places and sites eligible for listing on the Virginia Landmarks Register and National Register of Historic Places. Such historic property documentation projects typically require the production of a printed comprehensive report containing data from the study performed, which is intended for use by communities for economic, community and tourism development, and for educational purposes.
- Assessments of areas with high potential for significant archaeological sites.
- Community preservation plans or preservation components of local comprehensive and master plans.
- Historic district surveys for areas not previously surveyed, or re-surveys of historic districts, especially for districts for which survey materials are ten years of age or older.
- Nominations of historic districts to the Virginia Landmarks Register and National Register

of Historic Places, or selected individual nominations, drawing upon data obtained from previous Cost Share projects.

- Establishment of an effective local historic zoning ordinance or design guidelines for local historic districts.
- Thematic historic resource documentation projects addressing architectural, archaeological, and/or cultural landscape resources.
- Resource documentation projects in areas with historic resources facing imminent threat or extreme development pressures.
- Surveys of Community Development Block Grant (CDBG) target areas.
- Educational initiatives that use information from survey and/or register work to develop into tools for teaching and promoting heritage tourism, such as exhibits, multi-media presentations, walking or driving tours, publications, and educational web sites.
- Data enrichment projects that include redigitizing site locations in GIS, updating DHR's Cultural Resources Management reports database, reviewing/updating/integrating written and graphics materials and updating Data Sharing System (DSS) resource records.
- Development of survey reports from previous Cost Share projects into publishable works, and for defraying costs of printing for commercial distribution of the published work by the locality or others. Please contact DHR for further information about the parameters for such published works – contact Susan E. Smead, Survey Program Manager, at [Susan.Smead@dhr.virginia.gov](mailto:Susan.Smead@dhr.virginia.gov), or at 804-367-2323, ext. 107.

Priorities for SFY 2007-2008:

DHR especially welcomes applications that address one or more of the following opportunities and challenges, and that explain clearly how the project will serve to meet them. Please note, however, that all applications related to historic resources survey and planning projects will be seriously considered and evaluated for partnership funding.

- Projects that support Virginia's land conservation goal to preserve 400,000 acres of land by 2010 to meet the state's commitment to Chesapeake Bay Watershed protection, through survey of cultural resources (historic buildings and structures, archaeological sites, and cultural landscapes) to support the placement of preservation protections.
- Projects that support the Governor's 2007 Transportation Proposal by improving coordination between land use and transportation, and supporting local efforts to manage development for the realization of balanced growth, in tandem with the protection and enhancement of cultural resources.



- Projects that involve collaboration with natural resource agencies and initiatives geared towards natural resource management and protection, such as surveying cultural resources to plan for designating parkland, or projects that will contribute to implementation of local zoning addressing the preservation of natural and historic resources.
- Projects that will provide broad-based survey coverage to large rural and urban areas that have never been adequately surveyed, or for which data is out of date (typically at least ten years of age or older).
- Projects that involve the identification of battlefields, survey of battlefield resources, updating existing survey data, listing in the Virginia Landmarks Register and National Register of Historic Places, and/or the development of a battlefield preservation plan.
- Projects that are designed to meet the goals of an officially designated Jamestown 2007 Community, to commemorate Jamestown 2007, typically to build upon a Jamestown 2007 project or initiative. To be eligible for funding under this category, an applicant community must have been officially designated as a Jamestown 2007 Community. For information about the Jamestown 2007 Community program including criteria for designation and a list of communities designated, visit the Jamestown 2007 Web Site at <http://www.jamestown2007.org>.
- Projects that will result in updated documentation on historic districts that were listed in the Virginia Landmarks Register and National Register of Historic Places without detailed inventories prior to 1983, and/or that need significant amendment due to the passage of time.
- Projects targeted at neighborhoods or commercial areas that are experiencing, or that are ripe for state and/or federal historic rehabilitation tax credit programs activity.
- Projects that comprise thematic surveys of resources that are designed to assist in heritage tourism development, heritage education, master planning and/or community development.
- Projects that will serve to increase official public recognition, awareness, and stewardship of historic places representing Virginia's rich and diverse historic heritage.
- Projects that combine survey and register activities with in-depth studies of cultural resources, resulting in an understanding of the resources and appropriate plans for their management and treatment.
- Projects that will advance communities to qualify for designation as Virginia Certified Local Governments, Virginia Main Street communities, and/or *Preserve America* communities.
- Projects that will assist communities in fulfilling stewardship responsibilities and statutory obligations under Section 106 of the National Historic Preservation Act of 1966, as amended.

- D. Project Timetable: The scope of work must be designed for completion within an eighteen to twenty month period. Target dates must be specified for each work item listed in the proposed scope of work statement.

***The project must be completed in its entirety by May 1, 2009 to ensure closeout of the project no later than June 30, 2009.***

The proposed schedule anticipates the awarding of funding and execution of agreements between DHR and local governments and/or PDCs in the Summer of 2007; executing contracts with project consultants in the Fall of 2007, commencing work during the Fall/Winter of 2007; and ending work in the Spring of 2009.

- E. Project Management: DHR will assume responsibility for procurement, contract administration, and documentation requirements for the project. DHR will be responsible for procuring the services of qualified professionals who meet the standards for professional qualifications as specified by the U.S. Secretary of the Interior (*The Secretary of the Interior's Professional Qualification Standards*). Documentation materials will be prepared according to DHR guidelines: DHR will supervise the project and ensure that all products produced as a result of the Agreements will conform to the *Secretary of the Interior's Standards for Archaeology and Historic Preservation Projects*. Substandard materials will not be accepted. For publication projects, DHR will offer technical assistance in the preparation of manuscripts and with other requirements of the publication process.
- F. Data Sharing System (DSS): All architectural and archaeological documentation will be prepared using the Data Sharing System (DSS) database maintained by DHR, and to which local governments, contractors, and the public can obtain access.

#### IV. APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS

A. General Requirements:

1. In order to be considered for selection, **applicants must submit a complete response to this RFA**. One (1) original, marked as the original, and eight (8) copies, marked as copies, of each project application must be submitted to DHR. The applicant shall make no other distribution of the application.
2. Application Preparation:
  - a. The **project application** shall be signed by an authorized representative of the applicant. **All information requested must be submitted. Failure to submit all information requested may result in a lower evaluation ranking of the application, and/or the need for prompt submission to DHR of missing information in order to qualify.**
  - b. The application shall be prepared simply and economically, providing a straightforward, concise description of the proposed project and the capabilities of

the applicant to satisfy the requirements of the RFA. Emphasis must be placed on completeness and clarity of content.

- c. The original application and each copy of the application must be bound or contained in a single volume where practical. All documentation submitted with the project application must be contained in each single volume.
  - d. Ownership of all data, materials, and documentation originated and prepared for DHR pursuant to the RFA shall belong exclusively to DHR and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*.
3. Oral Presentation: Applicants who submit an application in response to this RFA may be asked to give an oral presentation on their proposed project to DHR. This provides an opportunity for the applicant to clarify or elaborate on the proposed project. This is a fact-finding and explanation session only and does not include negotiation. If an oral presentation is required, DHR will schedule the time and location of these presentations including presentations by teleconference. Oral presentations are held at the discretion of DHR and may or may not be conducted.
- B. Specific Application Requirements: The application must be as thorough and detailed as is necessary to allow DHR to evaluate the quality and timeliness of the application as well as the capabilities of the applicant to fulfill the terms of a Cost Share Agreement. Applicants are required to submit the following items as a complete project application:
1. RFA cover sheet, and addenda (if any) – pages 2 and 3 of this RFA: **These are to be signed and filled out as required, and returned with the application.** This constitutes the State Form.
  2. Scope of Work and Project Design: These must be described in a written narrative statement to include the following:
    - a. The objective of the project.
    - b. Expected accomplishments during the project period.
    - c. The proposed phases of work - the phases must be sufficiently detailed to clearly indicate the following:

Who. . . . . Who shall perform the specified tasks - whether DHR, the applicant or contract personnel;

What. . . . . What specific tasks must be accomplished;

When. . . . . The target completion dates;

Where. . . . . Where the work will take place; and,

How. . . . . How the work will be carried out; the order in which the work will be done; and methods that are to be used to carry out tasks

- d. Address why this project is a priority for the respective jurisdiction(s).
  - e. Address how this project fits into the context of larger statewide historic resource survey and planning priorities, as outlined in Section III. C. above.
3. **Project Budget: Include a line item budget to support the proposed project.** Only costs directly related to the scope of work for the project will be allowed.

Because DHR will assume responsibility for project management, including the procurement of qualified consultants to perform the scope of work, costs for administration and overhead on the part of the local government or PDC are not to be considered as part of the budget.

Applications shall specify any non-cash contributions that may be available such as office space, availability of a vehicle, lodging, use of computers and other office equipment, and the ability to make copies of research materials, property records, etc., at no cost, that contribute to the overall worth of the project. This non-cash contribution will not be counted as part of the financial match but can enhance the proposed project application since it can help reduce consultants' costs and hence the overall cost of the project.

4. **Threat to Resources:** Identify any threat to the resources and/or proposed project area and describe the nature of the threat, its severity and immediacy, and the anticipated outcome of not responding to the threat.
5. **Description of Area:** Describe the area or areas to be covered by and/or affected by the proposed project, and attach a map showing the area(s). **Check DHR's Archives, the appropriate DHR regional office, and local government records for information pertinent to understanding and describing the current status of cultural resource studies in these areas, including the level of cultural resource investigations conducted and the outcome of any investigations.**

See the DHR web site at [http://www.dhr.virginia.gov/archives/archiv\\_info.htm](http://www.dhr.virginia.gov/archives/archiv_info.htm) for information on contacting and visiting DHR's Archives; see [http://www.dhr.virginia.gov/homepage\\_features/ContactUs.htm](http://www.dhr.virginia.gov/homepage_features/ContactUs.htm) for information on DHR's regional offices and to determine the appropriate office to contact.

6. **Future use of the Cost Share Project Products:** As applicable, describe how results of the project will be used to enhance beneficial long-range land-use planning; to foster balanced growth while meeting the needs of transportation planning; to promote economic revitalization through use of the historic rehabilitation tax credit programs and by other means; to develop effective heritage tourism programs particularly as

they may relate to a legacy commemorative project for the *Jamestown 2007* commemoration; and/or to increase public understanding and appreciation in the community about its historic resources and the significant role they play in the identity of the community and the Commonwealth. Along with these, itemize and describe any other likely beneficial outcomes of the proposed project.

7. Project Time Schedule: Provide a proposed schedule for completion of project work assuming that funds are available beginning August 15, 2007 and ending June 30, 2009, and noting that projects are to be completed by May 1, 2009 to ensure proper processing of deliverables and close-out of payments.
8. Amount of Financial Assistance Requested: Identify the total project cost, amount requested by this application, and cash contribution.

Total Project Budget \$ \_\_\_\_\_

Requested Amount \$ \_\_\_\_\_

Applicant's Contribution \$ \_\_\_\_\_  
(Specify the sources of applicant's contribution)

9. Nature of Resources and Need: Applications shall demonstrate a clear connection among the historic resources in the project area, the stresses on and threats to those resources, and the need for the proposed project. The narrative of the application shall address why the proposed project is an appropriate step in preservation for the jurisdiction or region.
10. Additional Information: Provide any additional information, relevant to this project, which will serve to further document or clarify the application.

## V. REPORTING AND DELIVERY REQUIREMENTS

DHR can make available quarterly financial and project status reports data to other parties to the Agreements at each quarter of the project cycle (at the 25%, 50%, 75%, and 100% completion points). Projects will be regularly monitored by DHR through meetings, site visits, submission of progress reports and project deliverables to DHR for review, and other appropriate means. Services contracted for projects will also include reporting requirements for contractors. On request, reports will be conveyed to the other parties of the Agreements.

## VI. EVALUATION AND AWARD CRITERIA

DHR will evaluate and select those applications that propose eligible activities and best meet DHR priorities as itemized and described herein in section III. C., above.

## VII. TERMS AND CONDITIONS

- A. Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- B. Clarification of Terms: If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the agency representative whose name appears on the face of the solicitation no later than five working days before the due date. Any revision to the solicitation will be made only by addendum issued by DHR.
- C. Changes to the Contract: Changes can be made to the Agreement by mutual agreement between the parties, in writing.
- D. Funds Availability: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of the Agreement.
- E. Application Acceptance Period: Any application in response to this solicitation shall be valid for 120 days. At the end of the 120 days the application may be withdrawn at the written request of the Applicant. If the application is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- F. Cancellation of Agreement: DHR reserves the right to cancel and terminate any resulting Agreement, in part or in whole, without penalty, upon 30 days written notice to the parties specified in the Agreement. Any cancellation notice shall not relieve the parties specified in the Agreement of the obligation to deliver and/or perform on all outstanding tasks issued prior to the effective date of cancellation.
- G. Identification of the Application Envelope: The original, signed application and eight (8) copies shall be submitted in an envelope or package, sealed and identified as follows:

FROM: _____	June 12, 2007	4:00 PM
Name of Applicant	Due Date	Time

---

Name of Authorized Representative of the Applicant

---

Street/Box No.

---

City, State, Zip Code

The envelope must be addressed as directed on Page 4 of this RFA.

Applications may be mailed or hand delivered as described on Page 4 of this RFA. No other correspondence or other applications shall be placed in the envelope.

- H.** Transfer of Cash Contribution: Transfer of the cash contribution to DHR will be negotiated prior to execution of the Agreement.

## VIII. ATTACHMENTS

Attachments are available on DHR's web site at <http://www.dhr.virginia.gov/>. Due to its length, the DHR Cost Share survey manual (currently in draft form), *Guidelines for Conducting Survey in Virginia for Cost Share Projects*, is not included herein in hard copy (it is available on DHR's web site). A hard copy will be provided upon request - contact Susan E. Smead, Survey Program Manager at [Susan.Smead@dhr.virginia.gov](mailto:Susan.Smead@dhr.virginia.gov), or at (804) 367-2323, extension 107.

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